

New Jersey Turnpike Authority

PO Box 5042, Woodbridge, NJ 07095



Document Change Announcement

2007 Procedures Manual

DCA2013-PM-05

DATE: November 8, 2013

Subject: Reference Drawings

Description of Change

These updates to the Procedures Manual are necessary in order to standardize the submission of Reference Drawings and/or Material that are to be made available to plan holders at the time of advertisement. The format of these submissions has thus far been inconsistent, which has led to delays close to advertisement. These proposed guidelines are in-line with the recent changes to Specification Subsection 102.04 via DCA2013SS-07, which allows for publishing of reference material to either BidX or the Secure FTP website.

Instructions to Designers and Consultants

Effective immediately, the revisions contained in this announcement shall be applied to all projects currently under design. Contact your NJTA Project Manager for instructions. Attached revision is noted in italics.

Designers may access these revisions in the NJTA Procedures Manual, which is available on the Authority's Web Page: <http://www.state.nj.us/turnpike/procedures-manual.html>.

Information for In-House Staff

The revisions have been incorporated into the Procedures Manual, which is available on the S: / drive @ S:\Project Files\Design-Procedures Manual. Please distribute the information to your respective Project Managers and have them direct their consultants appropriately.

Approved By:



Robert J. Fischer, P.E.
Acting Chief Engineer

cc: Senior Staff Engineering, Operations & Maintenance Departments, All Prequalified Consultant Firms, File

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Acting Chief Engineer

Initiator	David Siegler	Submittal Date	11/4/13
Firm	NJTA	Telephone	x8280

Document (check one)

- Procedures Manual
- Design Manual
- Sample Plans
- Standard Drawings
- Standard Specifications

Description of Change

Procedures Manual Section 3.4.5 – Phase “D” Submission

See the attached mark-up for all proposed changes.

Reason for Change

These updates to the Procedures Manual are necessary in order to standardize the submission of Reference Drawings and/or Material that are to be made available to plan holders at the time of advertisement. The format of these submissions has thus far been inconsistent, which has led to delays close to advertisement. These proposed guidelines are in-line with the recent changes to Specification Subsection 102.04 via DCA2013SS-07, which allows for publishing of reference material to either BidX or the Secure FTP website.

l. Three (3) Copies Construction Schedule		
m. Phase "B" Review Material with Responses		
n. List of those Proposal Items for which the Unit Codes are known. To be submitted in accordance with the "Manual for Unit Codes".		
o. List of those Proposal Items for which the Unit Codes are NOT known. To be submitted in accordance with the "Manual for Unit Codes"*.		
p. List of approved light Standard Vendors as required in accordance with Design Manual Section 2.6		
q. Highway Agency Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects form.		
r. Contract Specific Materials Acceptance Criteria Matrix		

*IF APPLICABLE

3.4.5 Phase "D" Submission

A Phase "D" submission is a 100 percent complete contract consisting of plans, supplementary specifications, Engineer's Estimate, and other material deemed appropriate by the Authority's Engineering Department.

The Phase "D" submission is to include:

1. One (1) complete set of signed original Mylar drawings. Mylars of Standard and Reference Drawings are not required.
2. ***One (1) CD labeled "Phase D Final (CADD Contract Deliverable)" containing all electronic files in accordance with the current NJTA CADD Manual entitled "NJTA, New Jersey Turnpike and Garden State Parkway Roadways CADD Standards Manual." This disk must be delivered to the CADD Section for inspection and archival procedures.***
3. ***One (1) CD labeled "Phase D Final (Contracts Section Deliverable)" containing:***
 - a. ***The signed Plans as a multi-page PDF or ZIP of individual TIF files. The plans may be digitally stamped with a signature, or a scan of the original signed plans. The resolution of the plan set shall be a minimum of 300 DPI.***
 - b. The Supplementary Specifications in Microsoft Word format.
 - c. ***The Phase D Electronic Submissions per the "Manual for Unit Codes."***
 - d. ***The Engineer's Estimate, including the latest breakdown as described in the Phase C requirements, in Excel format.***

~~e. Per Supplementary Specification Subsection 102.04, all reference material in PDF format to be made available to plan folders.~~

4. Three (3) half-size bound sets of both the final plans (one (1) set sealed).
5. Two (2) bound copies of the final Supplementary Specifications.
6. Three (3) individually signed copies of the Engineer's Estimate prepared

All Reference Drawings and/or Reference Material listed in Supplementary Specification Subsection 102.04 shall be submitted according to these guidelines:

- All files shall be compressed into a single ZIP file and named:
[Contract No.]_Reference.zip,
e.g. T100.256_Reference.zip.
- If the files were provided by the Authority, the filenames shall not be altered. They should otherwise follow the file naming convention provided for in the CADD Standards Manual.
- Within the ZIP file, the files may be organized into folders labeled with their corresponding Location (i.e., Str. No.).

11. Three (3) hard copies and one (1) electronic copy of the Drainage Infrastructure Maintenance Plan, if required.

The letter of transmittal shall indicate status of utility orders, permits, right of way and any other requirements not fully met. When directed by the Authority's Engineering Department, additional sets of plans, as directed by the Authority's Engineering Department, shall be sent to the County and/or Municipal Engineer for their information.

**Exhibit 3 - 4
Phase "D" Checklist**

Phase "D" Checklist

100 Percent Complete Contract Documents Revised in Accordance with Phase "C" Review Comments, and Ready for Advertisement

<u>1. SUBMISSION</u>	<u>SUBMISSION</u>	<u>REMARKS</u>
a. One (1) Set Original Mylar Drawings Signed. Standard and Reference Drawings NOT required.		
b. One (1) CD labeled "Phase D Final (CADD Contract Deliverable)" containing the files described in 3.4.5.		
c. One (1) CD labeled "Phase D Final (Contracts Section Deliverable)" containing the files described in 3.4.5.		
d. Three (3) half-size Sets of Prints (One (1) Set with Raised Seal on Each Sheet)		